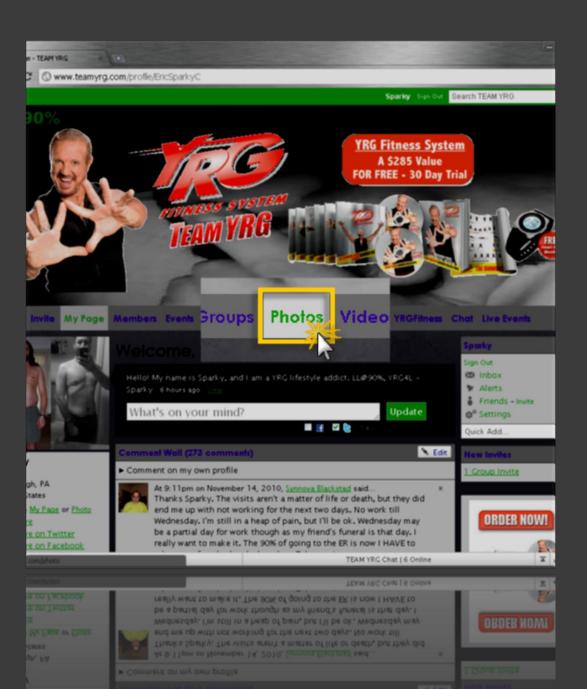
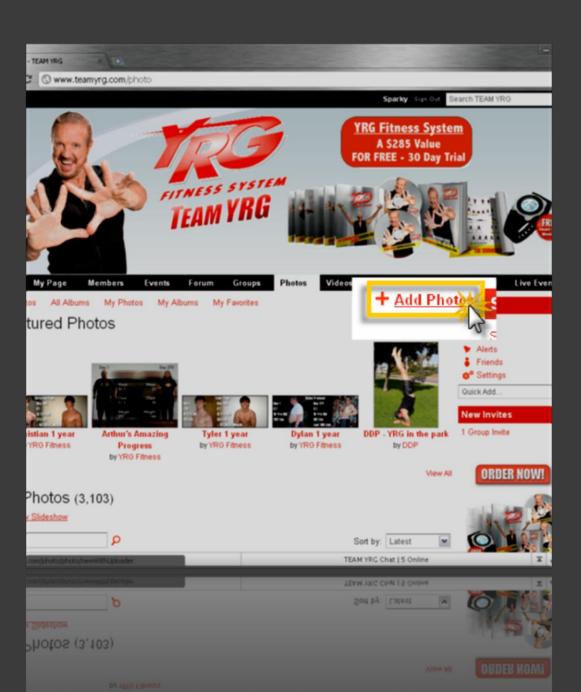
Uploading Photos TeamYRG.com How To

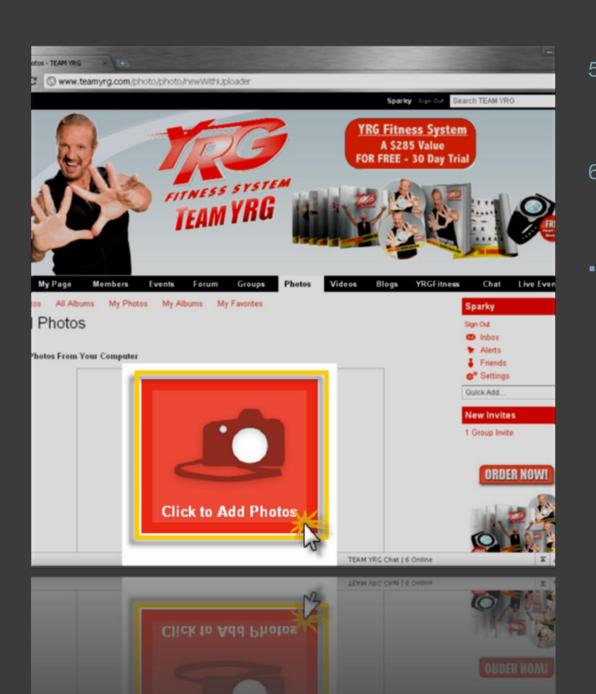


Navigate to <u>TeamYRG.com</u>, and in the navigation bar, highlight and click on '<u>Photos</u>' with your mouse.

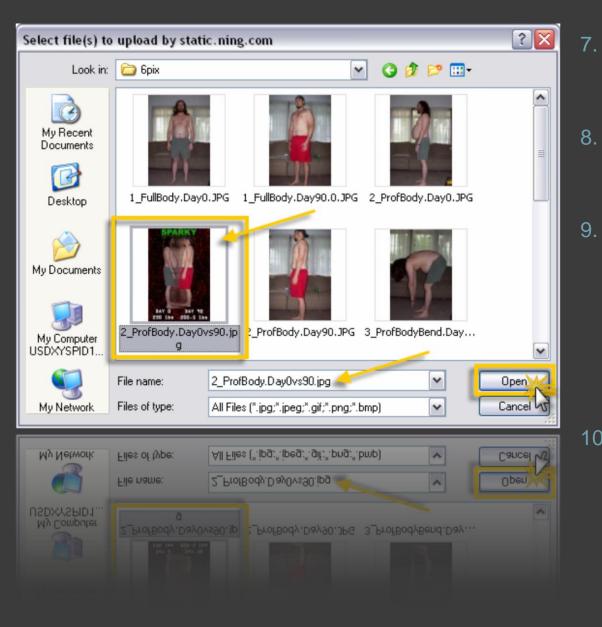
2. This will load the main Photos Page in your current browser session.



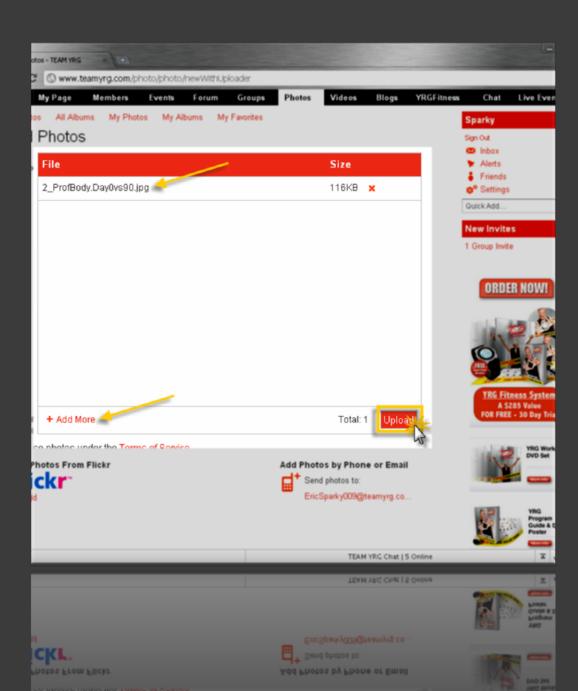
- Mouse over the '<u>Add</u> <u>Photos</u>' link and click on it.
 - This will load the 'Add Photos' page in your current browser session.



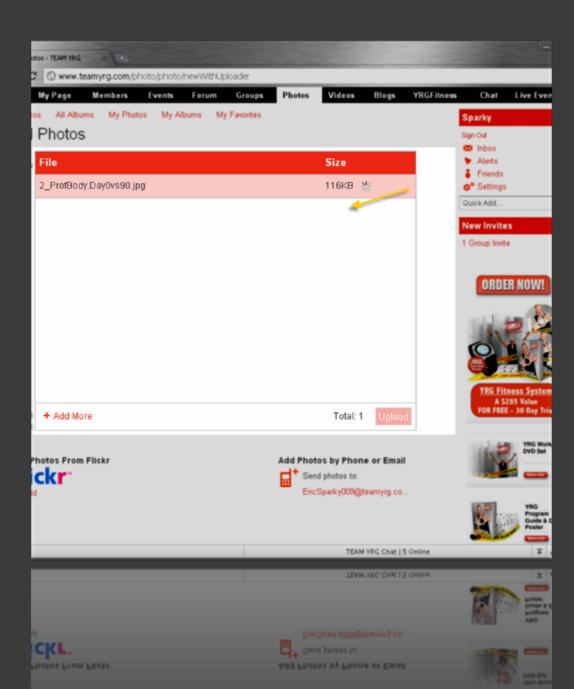
- Mouse over the 'Click to Add Photos' button and click on it.
- This will launch another window (an Upload Dialog Box).
 - NOTE: If this does not seem to work in your browser, then you may try the <u>Simple Uploader</u> (http://www.teamyrg.com/photo /photo/new).



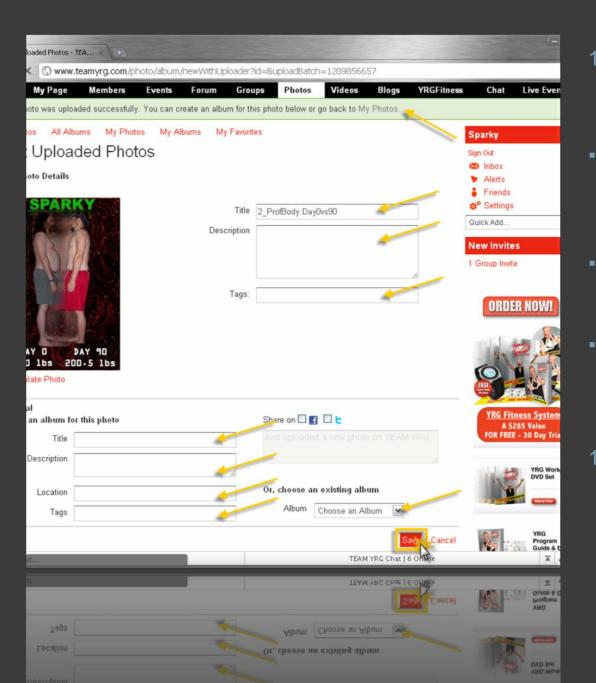
- Highlight the photo you would like to upload.
- The file name will show in the 'File name:' drop down.
- Once you have confirmed this is the photo you would like to upload to TeamYRG.com, then click the 'Open' button to upload.
- 10. You will now be redirected to the 'Add Photos' Page in your browser.



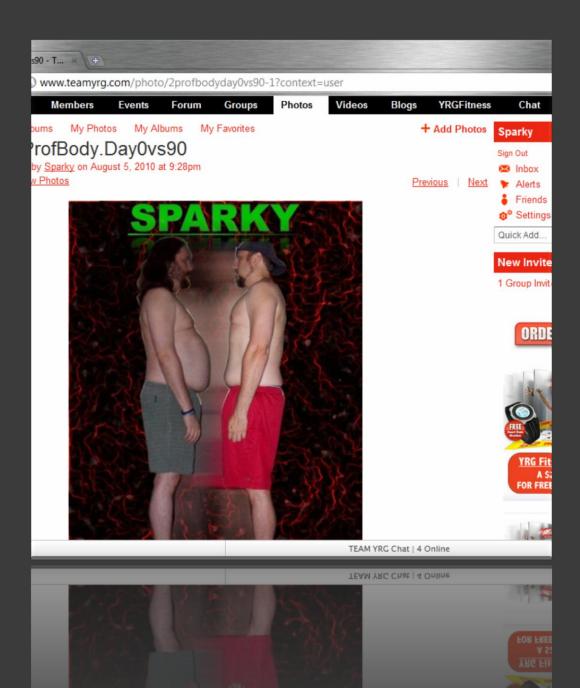
- 11. Your selected file will show in the 'Add Photos' browser page.
- 12. You can now:
 - Upload your photo (continued below)
 - Add additional photos by clicking the 'Add More' link
 - Or, Delete your photo by clicking the red 'x' next to the file name
- 13. To Upload your photo, mouse over and click the 'Upload' button.
 - NOTE: If you are using the Simple Uploader, click the 'Add Photos' button to upload your files.



- 14. After clicking the 'Upload' button, a red progress bar appears.
- 15. The progress bar will continue until the photo has been completely uploaded.
- Once finished, you will be redirected to the 'Edit Uploaded Photos' Page in your browser.



- 17. In the 'Edit Uploaded Photos' Page you should:
 - Receive a Photo Uploaded Successfully message. If you did not, refer to step 3 to try another upload.
 - Add a Title, Description, and any Tags as you feel appropriate.
 - Add the photo to an existing Album using the Album selection drop down, or create a new album.
- When you have finished setting the Photo and Album properties, click the 'Save' button to complete your upload.



- 19. Congrats! Your photo should now be available from the 'My Photos' and 'My Albums' sections of your page.
- 20. If you have any questions or need additional help, feel free to send a YRG email to Sparky or post a message on <u>my wall</u> for help.

LL@90%, YRG4L, -SPARKY